

OP MEMORANDUM NO. 20-30-10

30 June 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Change in Procedures for Initiating Security Clearances for  
Employees Returning to Duty from Leave Without Pay

REFERENCES:

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1. Effective with the date of this OPM, component personnel offices, rather than the Professional Placement Branch, are responsible for initiating security clearances for employees returning to duty from LWOP. The following procedures apply:

a. An employee absent on leave without pay for sixty or more calendar days must notify the component personnel office thirty days in advance of the planned return to duty.

b. Upon notification of an employee's plan to return to duty from LWOP, the component personnel office will initiate a personnel action (Form 1152) returning the employee to duty, and forward the action through the Clearance Division, Office of Security to the Transactions and Records Branch (TRB) or the Contract and Allowances Division (CAD), Office of Personnel, as appropriate. The remarks section of the personnel action should state, "Request OS clearance for Subject to return to duty from LWOP on (date) ." A form 377a, Request for Security Clearance, is no longer required for such return-to-duty action.

c. Once the Office of Security has completed its review, it will annotate the remarks section of the personnel action to indicate that clearance has been granted. The action will then be processed on the basis of the security approval.

2. The Office of Security emphasizes that no employee needing the above clearance should be permitted to return to duty until the clearance has been granted.

3. This change will be reflected in a future reissuance of the referenced handbooks and is being made in the interest of eliminating unnecessary paperwork and expediting the return-to-duty action. Any questions on this procedural change should be referred to the Professional Placement Branch of the Staff Personnel Division

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Director of Personnel

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